

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION
& INFORMATION DEPARTMENT.

NOTIFICATION

THE 22nd February, 1993.

No. SOR-III-1-18/90

In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974(VIII of 1974) the Governor of the Punjab is pleased to make the following rules namely:-

- 1) These rules may be called the Punjab Local Government and Rural Development Department, Directorate General, Katchi Abadis, Recruitment Rules, 1992.
- 2) They shall come into force at once.
- 3) The method of recruitment, minimum qualifications, age limit and other matters related thereto for the posts shall be as given in the schedule annexed.

BY ORDER OF THE GOVERNOR OF PUNJAB

JIWAN KHAN

ADDITIONAL CHIEF SECRETARY.

No. SOR-III-1-18/90

Dated 25.2.93

Copies are forwarded for information and necessary action to:-

1. The Secretaries to Government of the Punjab:-
 - i) Finance Department.
 - ii) Law Department.
 - iii) Local Government & Rural Development Department.
2. The Secretary, Punjab Public Service Commission.
3. The Registrar, Lahore High Court, Lahore.
4. The Accountant General, Punjab Lahore.
5. Private Secretaries to Chief Secretary/Additional Chief Secretary/Secretary(Services) SGA&ID.
6. The US(R-I,II) &(R-IV) S&GAD.
7. The Dir.(C)O&M, S&GAD.
8. The D.S/D.O(M)VIII, S&GAD.
9. The Superintendent, Government Printing Press Punjab, with the request to publish this notification in the Punjab Gazette. It is further requested that 20 printed copies of the notification may be supplied to the undersigned.

(S. MUNIR HUSSAIN TIRMIZI)
SECTION OFFICER (R-III).

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SCHEDULE.PAGE-01.

Name of Department.	Functional Unit.	Name of the post.	Appointing Authority.	Minimum Qualification for appointment by: initial recruitment : or transfer.	Method of recruitment	Age for initial recruitment	Exam: Trang. + others conditions required for confirmation		
1	2	3	4	5	6	7	8	9	10
LG & RD Directorate General, Katchi Audis, LG & RD Department, Punjab.	1) Director 2) Director 3) Assistant Directors Admn./ Monitoring	1) Director General, Katchi Audis, LG & RD Department, Punjab. 2) Director Admn.	Chief Minister, Punjab.	Minimum Qualification for appointment by: initial recruitment : Promotion. or transfer.	By posting from other - Departments.				
	4) Assistant Director (Accounts)	4) Admin. Secy.	-	-	By posting from other Departments.	i)- 50% by posting from other Departments. ii) 50% by promotion from amongst Superintendents in the functional unit with at least 5 years service as such.			
	5) XEN/D.E.	-do-	-	-	By posting from other - Departments.	By posting from other - Departments.			

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6) Chief Draftsman	Admin. Secy.	-	-	By posting from other Departments.	-	-
7) Assistant Director, Community Development.	Admin. Secy.	Masters degree atleast 2nd Div. in social work or Sociology/ Rural Sociology.		By initial recruitment/ 21 transfer.	30	-
8) Tracer	Director Admin.	Matriculation with Tracer Certificate from recognized Institution.	-	By initial recruitment.	18	25
9) Senior Scale Steno- grapher.	Director General.	i) Graduation from recognized University. ii) Minimum speed of 100 w.p.m. in Shorthand and 40 w.p.m. in typing.	-	i) By promotion on the basis of seniority- cum-fitness from amongst Stenographers B.S-12 with 5 years service. ii) If none is available then by initial recruitment.	18	25
10) Steno- grapher.	-do-	Intermediate from a recognized Board. Minimum Speed of 90 w.p.m. in English Shorthand & 40 w.p.m. in English typing. Preference will be given to those who also know Urdu Shorthand & Urdu typing at a speed of 60/25 w.p.m. respectively.	-	By initial recruitment.	18	25

SCHEDULE

Name of Functional Dep'tt.	Name of the Unit.	Appointing Post.	Authority.	Minimum Qualification for appointment by:	Method of recruitment.	Age for initial recruitment.	Examining & other conditions required for confirmation.		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
11) Superintendent	-do-	Director General.	-	By promotion on the basis of seniority-cum-fitness from amongst Assistants, Accountant and Senior Scale Stenographers with atleast 5 years service as such. Provided that senior Scale Stenographers have passed the Departmental examination prescribed by the Department.	-	-	-	-	-
12) Assistant	-do-	-	-	Graduation from a recognized University.	i) 25% by initial recruitment. ii) 75% by promotion on the basis of seniority-cum-fitness from amongst Sr. Clerks with atleast 3 years experience as such.	18	25	-	-
13) Accountant	-do-	-	-	B.Com(2nd Div:) from a recognized university.	By initial recruitment.	18	25	-	-
14) Senior Clerk.	-do-	-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks with 2 years service as such.	-	-	-	-

SCHEDULE.

Name of Function- Dept: al unit.	Name of the Appointing post. Authority.	Minimum Qualification for appointment by:	Method of recruitment.	Age for initial recruitment	Examination Trig + other conditions required for confirmation.			
2	3	4	5	6	7	8	9	10
15) Junior Clerk.	Director Admin.	Matriculate from a recognized board with 25 w.p.m. typing speed.	80% by initial recruitment & 20% by promotion from amongst Daftris, Naib Qasids, Chowkidar who are matriculate.	18	25	-	-	-
16) Driver	-do-	Middle with light/heavy duty driving licence with 5 years experience,	By initial recruitment	25	35	-	-	-
17) Daftri	-do-	-	By promotion on the basis of seniority cum fitness from amongst Naib Qasids who are Matriculate.	-	-	-	-	-
18) Naib Qasid.	-do-	Literate.	By initial recruitment	18	25	-	-	-
19) Chowkidar.	-do-	-	By initial recruitment	18	25	-	-	-
20) Sweeper.	-do-	-	By initial recruitment	18	25	-	-	-

Additional
notes may be
added here